

## **VOLUNTEER OPPORTUNITY**

**Position Open:** Application's are being accepted until position is filled.

**Position Title:** Capital Equipment Office Assistant (Phoenix)

**Department/Division:** Logistics Administration, Capital Equipment Inventory

**Workplace Address:** 2010 W. Encanto Blvd. Phoenix AZ 85009  
(Logistics Administration is located just east of Phoenix Supply Warehouse)

**Number of Hours/Week:** Number of hours per week is flexible.

**Days of Work Week:** Flexible hours anytime between Monday & Friday. Volunteers will be expected to work a minimum of two hours per shift.

**Start/End Hours:** Flexible between 8am and 5pm.

**Position Description:** Assist KAPO Administrator with various clerical duties including filing and data entry.

**Qualifications:** Must be able to file alphabetically and numerically. Some computer knowledge preferred (i.e. - Word, Excel).

**Application and Selection Process:** Human Resources reserves the right to close this position without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

**Apply:** Completed applications can be delivered to the Arizona Department of Public Safety (ADPS) Human Resources section located at 2102 W. Encanto Blvd. Phoenix, or mailed to ADPS Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Program Coordinator at 602-223-2058.

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